



Norwalk Easter Public Library Board of Trustees Minutes of the Regular Board Meeting on September 12, 2016

Roll Call

- The meeting was called to order at 6:33 p.m. Steve Clarke, Dyann Vilez, Tom Dunn, Judy Corcoran, Elizabeth Thompson, and Cindy Gavin was present. Library Director Holly Sealine was present. Andrea Johnson was not in attendance.

Public Comments/Guests

- None

Presentations

- Collette Wait- Ultra Green Lighting
 - Information regarding additional costs and projects related to the LED lighting project.
 - The board approved to finishing the LED lighting project with a motion from D. Vilez and seconded by T. Dunn.

Review/Change of Agenda

- The agenda was reviewed and a motion to approve was made by C. Gavin and seconded by T. Dunn.

Review of Last Meeting Minutes

- The board approved the minutes of the meeting on August 8, 2016 with a motion from S. Clarke and seconded by T. Dunn.

Director's Report

Monthly Statistics (Used for Annual Report to Sate Library):

- Library Visitors during previous month: 6,101
 - **Percentage Change: 11.27 % increase from August 2015**
- Circulation of items during previous month:
 - 8,202 (items within library)
 - 699 (Bridges items)

- 41 (Zinio items)
- **8,945 Total**
 - **Percentage Change: 12.27 % increase from August 2015**
- New Accounts during previous month:
 - 50 adult accounts
 - 10 Juvenile accounts
- Community Room Rentals during previous month:
 - 17 Rentals
- Reference Interactions during previous month:
 - 45 @ Circulation Desk
 - 28 @ Youth Services Desk
 - **73 Total**
- Library Volunteers during the previous month:
 - 0 participants
 - 0 number of hours volunteered
- Programming Statistics:

	# of Programs	# of Participants
Children's	2	16
Teen	0	0
Adult	1	5
Adult Outreach	2	13
Technology Help Sessions	1	1
Exam Proctoring	0	0

Youth Services:

August in the Youth Department was all about planning, scheduling, and organizing for Fall and Winter! New program brochures, posters, and bookmarks are made, events are in the calendar, and everything is lined up and ready! Our after school drop-in activities have started on Wednesdays, and story-times are back in session. Upcoming special events include our Teen Anime Afternoon on September 16th,

Teen Blacklight Party on October 14th, and Pumpkin Party: Halloween for Toddlers and Preschoolers, on October 27th.

Adult Services:

August was spent planning for fall programs and cleaning up from Summer Reading. I had one big traveling display from the Center for the Book “The History of the Book,” and one craft night program with 5 participants. New program year is planned and brochures are available. New this year is a patron requested, patron led book-club (Novel Night). It will meet monthly on Thursdays in the library’s community room – details are in the brochure.

Assistant Director:

In August, I added 215 new items to the collection. I also completed my latest weeding project of the juvenile nonfiction. 1,302 items were weeded and are now for sale to our patrons. I have begun ordering new items for the juvenile nonfiction section and they will be added over the next few months.

In collaboration with the schools, we also order the Iowa Children’s Choice, Iowa Teen Award and Iowa High School Book Award winners. Students are responsible for reading from these selections each year and due to the volume of students vs. books available in the school libraries; we always have copies to help offset the need for these titles.

August Stats:	
Total # of Items Added	215
Total # of Items Withdrawn	1.302

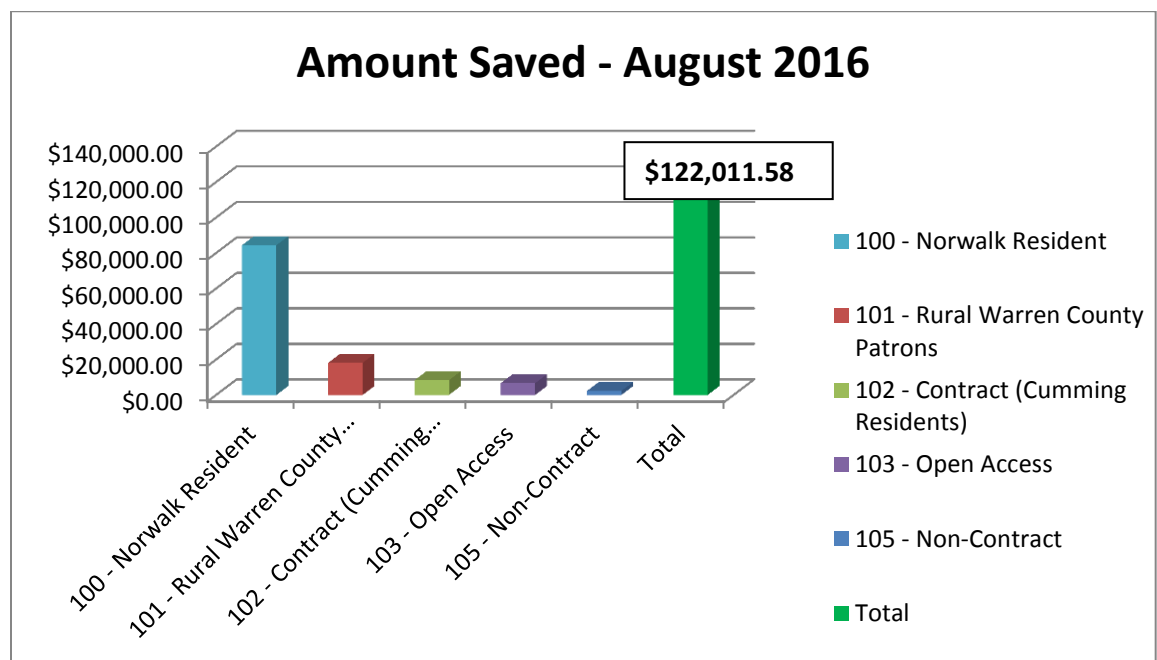
General Library Information:

Director Sealine spent took some personal vacation time during August, but spent the rest of the month on bills, reviewing the director job description and dealing with staff management issues. Director Sealine also worked with small committee to read and

recommend a new website provider to the City of Norwalk. In addition, Director Sealine attended a department head meetings, City Council meetings, and an annual meeting with other librarian regarding our Zinio consortium.

Goals for September will be to complete the State Report (which is currently postponed until a new survey is released from the State Library), compile an annual report for the Board of Trustees and City Council and re-start the review of policies and procedures. Director Sealine is still hopeful that she will be able to review all of the library's job descriptions and organizational chart during the 2016 calendar year.

Below is a graph of money that library patrons have saved during the month of August by using Norwalk Easter Public Library for their book/print materials checkout. This does not include the amount patrons have saved by using our online digital resources, programming, facilities, or computer/internet access.



Unfinished Business

- Update: Board Trustee By Laws – adjusting meeting time to 7pm from 6:30pm on 2nd Monday of each month. **Tabled on 9/12/16.**
 - Next meeting will be at 6:30pm October 10, 2016.

New Business

- Approval of AV Community Room Improvements with a motion from C. Gavin and seconded by E. Thompson.
- Discussion of possible changes to fundraising and special events policy/procedures. **Tabled on 9/12/16.**
- Discussion of possible changes to Library Director Job Description **Tabled on 9/12/16.**

Next Meeting Agenda Items

- Fencing Prices for around the garbage area.

Adjournment

S. Clarke requested a motion for adjournment: seconded by T. Dunn at 7:48pm.

Meeting Activity Record

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- The agenda was reviewed and a motion to approve was made by C. Gavin and seconded by T. Dunn.
- The board approved the minutes of the meeting on August 8, 2016 with a motion from S. Clarke and seconded by T. Dunn.
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Respectfully submitted by: Cindy Gavin, Secretary